Be In Demand
Office Administration Training

Looking to upgrade your computer skills?
Increase your employment opportunities?

ATTEND OFFICE ADMINISTRATION TRAINING

If you have basic computer skills and enjoy working in an office setting, then our eight week training program, in partnership with El Camino College, may be just what you need to get employed.
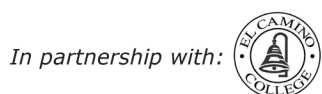
Eight Week Program Includes:

- Introduction to office computer applications
- Keyboarding
- Intermediate Microsoft Word, Excel, Powerpoint, and Access

Desired Candidates Should:

- Be 18 years of age or older
- Have a high school diploma or GED
- Have basic computer skills and understanding of Microsoft Office
- Have 8th grade English, math, and reading skills
- Enjoy working in an office environment

Classes meet Monday - Friday from 8:00 am - 3:00 pm at
El Camino College
13430 Hawthorne Blvd.
Torrance, CA 90250

To find out more about this training or when the next class begins, please see a Program Specialist.

In partnership with: EL CAMINO COLLEGE

Pacific Gateway
WORKFORCE INVESTMENT NETWORK

Your Recovery Act Funds At Work

In partnership with
EDD Employment Development Department State of California

Administered by
CITY OF LONG BEACH INCORPORATED

www.PacificGatewayWorkforce.com

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